APPENDIX 6
TECHNICAL UNDERSTANDING - FORMATS AND EXAMPLES

The following is the format(s) and example(s) for the Volume I - Technical Approach sections:

A. TECHNICAL UNDERSTANDING/APPROACH

1. Format

The offeror shall address the following:

Technical Understanding of Requirements: Describe your approach for performing the tasks required by the Statement of Work for the detailed and subordinate requirements. Provide sufficient discussion to fully demonstrate your understanding of the technical requirements in this area including the processes and plans for coordinating and interfacing with other ISS Program Contractors and International Partners. It is inadequate to simply state that the Offeror understands and will comply with the requirements, or to paraphrase the requirements such as: "standard procedures will be employed to…" and "well-known techniques will be used for…". Comprehensively explain how you propose to comply with the applicable requirements, as well as the techniques and procedures you propose to implement.

IT Tools: Describe the IT tools (software applications, databases, analytical tools, etc.) proposed to effectively and efficiently perform contract requirements. For any proposed IT tool you shall, (1) fully describe the tool, (2) identify if it is a commercial-off-the-shelf (COTS) product or custom developed, (3) identify any proprietary restrictions, (4) identify if it is an available GFD tool currently in use by the ISS Program, (5) identify any existing tools it is intended to replace, (6) describe how any existing tools would be transitioned to the new tool, (7) identify the contract requirements that will benefit from using the new tool, and (8) describe how the tool can improve performance. The Offeror shall be prepared to provide a demonstration of any new tool not currently in use by the ISS Program proposed to perform contract requirements if requested by the Government.

Risks: Describe the processes you will use to accurately identify, monitor, and control cost, schedule, and technical risks. Identify any specific risks relative to performance of work under the SOW and any plans to mitigate those risks.

2. Example

SOW 1.1.1.1: Planning and Reviews

Technical Understanding of Requirements: We plan to develop, maintain and implement a management plan in the following manner… Integrated financial review products will be provided in the following manner…

IT Tools: We have identified the following tools…These tools are currently operating on the following contracts…

Risk: The following risks have been identified for this area…We plan to monitor the risk by performing…The risk will be controlled by performing the following:…The proposed mitigation procedures are…

B. BASIS OF ESTIMATE (BOE) AND ASSUMPTIONS

1. Format

Explain the BOE for the WYEs by providing supporting rationale for all resources proposed. Labor resources are to be proposed for full 12-month period of performance. For example, if a person is only needed full time for 6 months to do a task over a 12-month period, then this would be proposed at 0.5 WYE. If a person is required full time, for 12 months, to do a task over a 12-month period, then this would be proposed at 1 WYE. Repeating for clarity, a WYE is a full time equivalent defined as the proposed productive hours needed to comprise one average full time employee. This may be one employee or several part time employees. Productive hours are defined as the total available hours for productive work in a year, excluding overtime, less paid time off.

Include a discussion regarding how the proposed resources were estimated. Also, include a discussion associated with any assumptions made regarding the scope of work that led to the proposed resources such as: "we assume that a verification plan for the XYZ deliverables already exist and all we are responsible for is the maintenance of the plan." Include sufficient narrative discussion to demonstrate to the Government the proposed resources are realistic based on your technical and management approach.

2. Example

The approach is based upon a grass roots estimate of the required effort for planning, coordinating, reviewing, maintaining and implementing planning methodology. The amount of resources proposed in the table above was developed based on a review of the DRD requirements of this area and…The proposed skills were based on…The skill XYZ was added because it could not be

easily mapped and will be performing the following function…(Include job description).

C. EFFICIENCIES OR COST SAVINGS

1. Format:

Explain any efficiencies or cost savings, including improvement curves, in sufficient detail to allow for a comprehensive analysis, if applicable. Efficiencies or cost savings that span the entire SOW should be addressed in Section A.1 (overall technical approach) of the Technical Approach area of Volume I. Efficiencies or cost savings specifically associated with lower level SOW areas should be addressed in Section A.2 (Technical Understanding/ Resources) of the Technical Approach area of Volume I.

If efficiencies, cost savings, or improvement curves are being proposed, ensure you provide sufficient supporting information to perform a review. Make sure historical references to other contracts are relevant in size and complexity. Explain in detail how you can actually achieve whatever percentage savings you are proposing. Also describe efficiencies or cost savings measures for the post FY 2010 contract years, if proposed. Provide established and proven methodologies, processes and techniques that demonstrate to the Government that you can perform the SOW with the proposed resources.

2. Example:

We proposed a reduction of X% for labor resources based on…(Be very specific with historical experience to support this reduction.) Efficiencies will be derived through a reduction of personnel made possible by the…

D. TABLE OF RESOURCES

1. Format

Table L-3 shall be in an embedded format supported by Microsoft Excel and must follow the narrative discussion of items A B, and C above. The rollup summary tables must reconcile with the details provided.

Offerors shall use the Standard Labor Categories as previously discussed and defined in Table L-2. Include **all** direct labor resources necessary (prime and subcontractors combined) to accomplish the requirements.

Table L-3 Table of Resources

NASA PI&C RFP Standard Labor Category	FY10 WYEs	SOW X.X.X
Labor Categories:		
Program Manager		
Manager I		
Manager		
Supervisor		
Technical Professional IV		
Technical Professional III		
Technical Professional II		
Technical Professional I		
IT Professional III		
IT Professional II		
IT Professional I		
Analyst III		
Analyst II		
Analyst I		
Secretary		
Clerk		
Business Specialist II		
Business Specialist I		
Business Specialist		
Data/Documentation Mgmt. Specialist		
Other – OFF Site		
Program Manager		
Technical Professional IV		
Technical Professional		
Business Specialist II		
Business Specialist		

2. Example

NASA PI&C *RFP Standard Labor Category*	SOW 1.1.1.1	FY10 WYEs
Labor Categories:		
Supervisor		2
IT Professional I		6
Analyst III		2
Analyst I		2
Secretary		1
Clerk		2
Business Specialist		1
Data/Doc Mgmt Specialist		1
Other		
XYZ		1
TOTAL WYE PRIME AND ALL SUBS		18